

# Pre-Apprentice Application Package

The Commonwealth of Massachusetts  
Executive Office of Labor and Workforce Development  
Department of Labor Standards  
Division of Apprentice Training



P.O. Box 146759  
19 Staniford Street 2<sup>nd</sup> Floor, Boston, MA 02114

**Reminder:** It takes 3 to 4 weeks to become a sponsor.

SIGNATURE: \_\_\_\_\_ DATE \_\_\_\_\_  
(Program Sponsor)

## APPLICATION FOR APPROVAL

The Commonwealth of Massachusetts  
Division of Apprentice Training  
P.O. Box 146759  
19 Staniford Street, 2<sup>nd</sup> Floor  
Boston, Massachusetts. 02114

APPLICATION FOR APPROVAL OF STANDARDS OF APPRENTICESHIP UNDER THE  
PROVISION OF CHAPTER 357, ACTS OF 2002 CHAPTER 23, SECTION 11E – 11I, 11T - 11W INCLUSIVE.

**Company Name:**

**Address:**

**Phone:**

**Fax:**

**Email:**

**Mailing Address (if different from above)**

**Name and address of person Responsible for the Program:**

Name of the Registered Apprentice Sponsor	Program Number	Occupation	Credit Type & Amount

**Attach Copy of the Memorandum of Agreement for each Occupation**

**The Commonwealth of Massachusetts  
Executive Office of Labor and Workforce Development  
Department of Labor Standards  
Division of Apprentice Training**



**P.O. Box 146759  
19 Staniford Street 2<sup>nd</sup> Floor, Boston, MA 02114**

**Pre-Apprentice Standards**

**FORMULATED BY**

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**TRAINING PROGRAM SPONSOR**

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**ADDRESS**

## **DEFINITIONS**

**"APPROVING AGENCY"** shall mean the Division of Apprentice Training, Massachusetts Department of Labor and Workforce Development.

**"ARTICULATED CREDIT"** means credit that is provided to a student from a training facility that is transferable to another training facility through a written agreement.

**"CANCELLATION"** means the termination of the registration or approval status of a program at the request of the sponsor, or termination of an Apprenticeship Agreement at the request of the apprentice.

**"PARTIES TO THE PRE-APPRENTICE AGREEMENT"** shall mean the Pre-Apprentice, his/her parent or guardian (if necessary), the Approved Pre-Apprentice Sponsor, and the Approving Agency, each of whom shall sign the Pre-Apprentice Agreement.

**"PRE-APPRENTICE"** means any person who is attending classes to learn an apprenticeable occupation, in an approved schedule of related instruction and who is participating in a registered pre-apprentice program which is registered with the Executive Office of Labor and Workforce Development's Division of Apprentice Training

**"PRE-APPRENTICE AGREEMENT"** shall mean a written agreement between the Pre-Apprentice, his/her parent or guardian (if necessary), and a Cooperating Educational Facility. Every Pre-Apprentice Agreement shall be approved by and filed with the Division of Apprentice Training, Massachusetts Department of Labor and Workforce Development.

**"PRE-APPRENTICE SPONSOR"** means any person, association, committee, or organization operating a pre-apprenticeship program and in whose name the program is (or is to be) registered or approved.

**"REGISTRATION OF A PRE-APPRENTICESHIP PROGRAM"** means the registration and/or approval by the Division, as meeting the basic standards and requirements of the Division, including but not limited to, a written agreement with a registered apprentice program as specified in 453 CMR 7.05.

**"SUPERVISOR OF THE PRE-APPRENTICE"** shall be the person designated to perform the duties as outlined in these Standards.

**"STANDARDS OF PRE-APPRENTICESHIP"** shall mean this entire document including these definitions.

## **Standards for Pre-Apprentice Programs**

- (1) All registered pre-apprentice programs must comply with the following standards:
  - (a) The pre-apprentice program must have an organized, written plan embodying the terms and conditions of training and supervision of one or more pre-apprentices in an apprenticeable occupation, and a written agreement with a registered apprentice sponsor. The agreement with the registered apprentice training sponsor must provide that graduating pre-apprentices will be provided with a predetermined form of articulated credit if they are accepted into the registered apprentice program through the program intake procedures.
  - (b) The pre-apprentice program standards must contain provisions that address:
    - (1) The related classroom training of the pre-apprentice in a skilled occupation.
    - (2) The determination of the appropriate curriculum for the program standards is made by the program sponsor, subject to approval by the Division of the determination as appropriate to the apprenticeable occupation for which the program standards are registered.
    - (3) Provision for organized, related instruction in technical subjects related to the occupation. Approximately 150 hours for each year of pre-apprenticeship is recommended. This instruction in technical subjects may be accomplished through media such as classroom, occupational or industry courses, electronic media, or other instruction approved by the Director.
    - (4) Periodic review and evaluation of the pre-apprentice's performance in related instruction; and the maintenance of appropriate progress records.
    - (5) Adequate and safe equipment and facilities for training and supervision, and safety training for pre-apprentices and in related instruction.
    - (6) The placement of a pre-apprentice under a written Pre-Apprenticeship Agreement as prescribed by the Division.
    - (7) Assurance of qualified training personnel and adequate supervision.
    - (8) Recognition for successful completion of pre-apprenticeship evidenced by an appropriate certificate issued by the pre-apprentice program sponsor.
    - (9) Contact information (name, address, telephone number, and e-mail address if appropriate) for the appropriate individual with authority under the program to receive, process and make disposition of complaints.
    - (10) The conditions under which the apprentice program may discontinue its relationship with the pre-apprentice program.

(2) The pre-apprentice sponsor shall provide a listing of the pre-apprentice program graduates for each class to the Division which shall include, for each of the graduates, the Name, Address, Date of Birth, Beginning and End Dates of Training, and, on a voluntary basis, Social Security Number.

(3) The Division will assign a unique ID number and enter each pre-apprentice into the Division's Apprentice Tracking Database in order to track future migration into a registered apprentice program.

(4) At any time during the period of the pre-apprentice program registration, the Deputy Director may cancel the pre-apprentice program where he or she deems appropriate.

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Signature of Sponsor (Please Sign In Blue Ink)

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Signature of Deputy Director

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Date

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Date

	<b>THE COMMONWEALTH OF MASSACHUSETTS</b> <b>DIVISION OF APPRENTICE TRAINING</b> <b>P.O. Box 146759</b> <b>19 Staniford Street, 2<sup>nd</sup> Floor, Boston, MA 02114</b>	<b>FOR OFFICE USE ONLY</b>	
		Compliance Officer Number:	
		Sponsor Number:	
		I.D. #:	

### PRE-APPRENTICE GRADUATE DATA SHEET

Name of Pre-Apprentice _____ / _____ Address _____  SS# _____ - _____ - _____ (Date of Birth) _____ (Phone) _____  PROGRAM PARTNER NAME & # _____	
OCCUPATION: _____ TERM OF PRE-APPRENTICESHIP: _____ HRS.  AMOUNT OF CREDIT: _____ COMPLETION DATE: _____	

\_\_\_\_\_  
(Signature of Pre-Apprentice) / (Please Sign In Blue Ink)

\_\_\_\_\_  
(Signature of Program Sponsor) (Please Sign In Blue Ink)

\_\_\_\_\_  
(Signature of Parent or Guardian)/(Please Sign In Blue Ink)

\_\_\_\_\_  
(Address of Program Sponsor)

Completion of part or all of this last section of the Apprentice Agreement is mandatory. The information will remain confidential and will be used for aggregate statistical data only.

SEX	ETHNIC GROUP		VETERAN STATUS	DISABLED
1. Male 2. Female	1. White 2. Black 3. American Indian .or Alaskan Native	4. Asian or Pacific Islander 5. Hispanic 6. Other	YES      NO	YES      NO

Approved by the Division of Apprentice Training: \_\_\_\_\_ Date: \_\_\_\_\_

## 7.05: Registration for Pre-Apprentices and Pre-Apprentice Programs

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(a) The pre-apprentice program must have an organized, written plan embodying the terms and conditions of training and supervision of one or more pre-apprentices in an apprenticeable occupation, and a written agreement with a registered apprentice sponsor. The agreement with the registered apprentice training sponsor must provide that graduating pre-apprentices will be provided with a predetermined form of articulated credit if they are accepted into the registered apprentice program through the program intake procedures.

(b) The pre-apprentice program standards must contain provisions that address:

(1) The related classroom training of the pre-apprentice in a skilled occupation.

(2) The determination of the appropriate curriculum for the program standards is made by the program sponsor, subject to approval by the Division of the determination as appropriate to the apprenticeable occupation for which the program standards are registered.

(3) Provision for organized, related instruction in technical subjects related to the occupation. Approximately 150 hours for each year of pre-apprenticeship is recommended. This instruction in technical subjects may be accomplished through media such as classroom, occupational or industry courses, electronic media, or other instruction approved by the Director.

(4) Periodic review and evaluation of the pre-apprentice's performance in related instruction; and the maintenance of appropriate progress records.

(5) Adequate and safe equipment and facilities for training and supervision, and safety training for pre-apprentices and in related instruction.

(6) The placement of a pre-apprentice under a written Pre-Apprenticeship Agreement as prescribed by the Division.

(7) Assurance of qualified training personnel and adequate supervision.

(8) Recognition for successful completion of pre-apprenticeship evidenced by an appropriate certificate issued by the pre-apprentice program sponsor.

(9) Contact information (name, address, telephone number, and e-mail address if appropriate) for the appropriate individual with authority under the program to receive, process and make disposition of complaints.

(10) The conditions under which the apprentice program may discontinue its relationship



with the pre-apprentice program.

- (2) The pre-apprentice sponsor shall provide a listing of the pre-apprentice program graduates for each class to the Division which shall include, for each of the graduates, the Name, Address, Date of Birth, Beginning and End Dates of Training, and, on a voluntary basis, Social Security Number.
- (3) The Division will assign a unique ID number and enter each pre-apprentice into the Division's Apprentice Tracking Database in order to track future migration into a registered apprentice program.
- (4) At any time during the period of the pre-apprentice program registration, the Deputy Director may cancel the pre-apprentice program where he or she deems appropriate.

**TO:        Pre-Apprentice Program Sponsors**

**FROM:    David Wallace, Director**

**Re:        Regulation Requirement**

**I have read the pre-apprentice standards; I understand my responsibilities relative to the directives contained therein.**

**Please sign, date and enclose this copy with your application.**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
Pre-Apprentice (Please Sign In Blue Ink)

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
Pre-Apprentice Coordinator (Please Sign In Blue Ink)